

## CENTRAL SUPPLY ASSISTANT

*N- Not exposed to the task*  
*1- Exposed to the task*  
*2- Accomplished task with help*  
*3- Accomplished task to criteria*  
*4- Able to teach task*

[illegible]

## 1. Introduction to Central Supply Assistant

- 1.1 Identify the roles and responsibilities of team members
- 1.2 Identify the educational requirements and certification(s) of central supply team members
- 1.3 Identify opportunities for employment in the central supply fields
- 1.4 Identify and list the functions of the professional organization(s) for the occupational area
- 1.5 Follow a chain of command
- 1.6 Practice professional work habits
- 1.7 Comply with state regulations for occupational area
- 1.8 Locate OSHA poster(s) and MSDS(s) in clinical site
- 1.9 Identify OSHA regulations that pertain to clinical site
- 1.10 Identify biohazard labels
- 1.11 Identify different departments in a typical central supply area
- 1.12 Apply ethical standards to the occupational area
- 1.13 Apply legal standards to the occupational area
- 1.14 Demonstrate confidentiality in the occupational area
- 1.15 Demonstrate various public relations and marketing techniques
- 1.16 Identify, define and use terminology specific to the occupation
- 1.17 Demonstrate effective stress management

## 2. Safety

- 2.1 Identify six categories of cleaning agents and their specific functions
- 2.2 List items of appropriate clothing to be worn in the decontamination, preparation, sterilization and inventory areas

### 3. Sterilization and Disinfection

- 3.1 Compare and contrast the two types of sterilization and two important points about each one
- 3.2 Identify items that require special care during sterilization
- 3.3 Identify clean and decontamination areas
- 3.4 List six basic cleaners and what each is used for

#### 4. Skills and Abilities

- 4.1 Demonstrate three methods of packaging items; heat sealed, tape sealed, and cloth paper/special
- 4.2 Clean instruments, containers and equipment using proper procedure
- 4.3 Assemble and wrap procedure trays
- 4.4 Operate autoclave to sterilize items
- 4.5 Use antiseptic solution to sterilize items
- 4.6 Circulate inventory according to expiration date
- 4.7 Deliver supplies and equipment as needed
- 4.8 Maintain accurate inventory of supplies and equipment

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#### 4. Skills and Abilities cont.

- 4.9 Clean equipment from a transmission-based precaution client
- 4.10 Clean instrument using ultrasound procedure
- 4.11 Demonstrate sterilizing with ethylene oxide gas
- 4.12 Date and label sterile items
- 4.13 Demonstrate the envelope sterile wrap fold
- 4.14 Demonstrate the sterile square wrap fold
- 4.15 Demonstrate liner preparation according to department procedure
- 4.16 Inspect the effectiveness of sterilization by mechanical monitoring
- 4.17 Inspect the effectiveness of sterilization by biological monitoring
- 4.18 Demonstrate loading an autoclave properly